

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Municipal Administration & Urban Development Department- Reservation of seats for Scheduled Tribes, Scheduled Castes and Women - Identification of Scheduled Tribes, Scheduled Castes and women voters in Municipalities and Nagar Panchayats - Certain guidelines- orders- Issued.

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**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (ELEC-I) DEPARTMENT**

**G.O.Ms.No. 292,**

**Dated 25.06.2013**

**Read the following:**

1. G.O.Ms.no.35 MA & UD Dt.3.2.1995.
2. G.O.Ms.No. 289, MA & UD Dt.24.06.2013.
3. Lr.Roc.No.13997/2013/Ele-III Dated 24.6.2013 of the Commissioner & Director of Municipal Administration, A.P. Hyderabad.

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**O R D E R**

In the Government order first read above, the AP Municipalities (Reservation of seats in Municipal Councils and Nagar Panchayats) Rules, 1995 were issued. The Rule 8, third proviso of Rule 10 and Rule 11 of these rules provides for reservation of seats (wards) to STs., SCs., and Women with reference to largest percentage of population of the said category.

2. In the Government Order 2<sup>nd</sup> read above, the Rule 8, third proviso of Rule 10 and Rule 11 of the AP Municipalities (Reservation of seats in Municipal Councils and Nagar Panchayats) Rules, 1995 were amended for reservation of seats to STs., SCs., and Women with reference to largest percentage of voters of the said category on similar analogy of identification of BC Voters being followed on reservation of seats (wards) in Municipalities in view of the circumstances cited therein.
3. Therefore, in the letter third read above, the Commissioner and Director of Municipal Administration, A.P. Hyderabad has now furnished guidelines for identification of STs, SCs and Women voters in order to follow the manner prescribed in the amended rule 8, third proviso of Rule 10 & Rule 11 of Andhra Pradesh Municipalities (Reservation of Seats in Municipal Councils and Nagar Panchayat) Rules 1995.
4. Government after careful consideration of the proposal of the Commissioner & Director of Municipal Administration have decided to accept and hereby issue the guidelines appended to this order, for identification of STs, SCs and Women voters in order to follow the rules as amended vide the G.O. 2<sup>nd</sup> read above.
5. The Commissioner & Director of Municipal Administration shall take necessary further action accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**ADHAR SINHA**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner & Director of Municipal Administration, A.P. Hyderabad.  
All the Municipal Commissioners of Municipalities in the State - through the  
C&D.M.A., Hyderabad  
All the District Collector, in the state - through the C&D.M.A., Hyderabad

P.T.O

**Copy to:**

The Secretary, State Election Commission, A.P., Secunderabad  
The P.S to Principal Secretary to Government (MA)  
SF/SC

**//FORWARDED :: BY ORDER//**

**SECTION OFFICER**

**(ANNEXURE TO G.O.MS.NO. 292, MA & UD (ELEC.I) Dept., dated 25.06.2013)**  
**APPENDIX**

**The Identification of Scheduled Tribes, Scheduled Caste and Women voters shall be done as per the schedule given by the Government**

**Stage-I: Identification and marking ST, SC and Women Voters in the Electoral rolls:**

The Electoral Rolls of the Assembly Constituencies as they relate to Municipal area shall be used for marking the ST, SC and Women Voters (including ST, SC, BC and General women). The list of Scheduled Tribes and Scheduled Caste obtained from the Commissioner, Scheduled Tribes and the Commissioner of Social welfare departments will be supplies to all the ST, SC and Women Voters identification officers. By marking the voters by underlining as ST shall be done neatly with green ball point pen and SC Voters with Red ball point pen by conducting door to door survey by deputing sufficient number of persons by the said identification officers. The same persons appointed for survey shall encircle the Women voters of all voters with black ball point pen based on gender details available in the Electoral Roll of the Municipality as obtained from the Electoral Registration Officer. They shall also write ST, SC, Women with respective colours of ball point pens against the voters marked.

After making cross verification by the Supervisory Staff, if there are any changes they should correct the data. The initial of the officer correcting the entry shall invariably be affixed. After completion of this exercise, the Electoral Rolls shall be divided Ward-wise as per the Final Notification of delimitation of Wards. This copy will be used as Master copy. From this, sufficient number of copies have to be prepared for publication of draft electoral roll marked with ST, SC and Women Voters. In order to make the No. of copies with markings visible, the markings made in red and green colour shall be marked again with black ball point pen before taking required No. of copies.

**Stage - II: Draft publication of Electoral Rolls indicating the ST, SC and Women voters.**

The electoral rolls pertaining to municipal area duly marking ST, SC and Women Voters shall be published in Form-I, ward wise by ST, SC and Women voter Identification Officer, in his office, in the ward office concerned, in the office of the M.R.O and in the office of the R.D.O. The persons authorized by the State Election Commissioner for preparation and publication of Electoral Rolls are the ST, SC and Women voter Identification Officers in respect of the Wards for which they are authorized by State Election Commissioner.

**Stage-III: Filing of Claims & Objections.**

The Claims and objections if any have to be filed before the concerned ST, SC and Women voter Identification Officer in the prescribed Forms as below:

1. Claim for identification of names as ST, SC and Women voter shall be in Form-2
2. Objection for identification of a name as a ST, SC and Women Voter shall be in Form-3
3. Immediately after receiving the claims, the list of claims shall be displayed in Form-4, on the office notice board by the concerned ST, SC and Women Identification Officers.
4. In respect of objections, the ST, SC and Women Identification Officer shall issue a Notice in Form-5 to be served on the objector and also the person objected to:

**Stage - I V: Disposal of claims and objections.**

The Claims and objections shall be disposed off on merits by the ST, SC and Women Identification Officer or by the person authorized by him.

**Stage-V: Preparation and Final Publication of Electoral Rolls marked with ST, SC and Women Voters.**

The voter list with all corrections i.e. the corrections made by the enquiry team shall be published in Form-6 in his office, concerned Ward Officer, at Office of the M.R.O. and in the Office of the R.D.O, by the ST, SC and Women Identification Officers concerned. The Electoral Rolls with ST, SC and Women Voters marked will be final and no corrections/changes will be made thereafter.

## **FORM-I**

## **Notice of Publication of Electoral Roll in which Scheduled Tribe, Scheduled Caste and Women Voters are identified.**

To

The Electorate of the \_\_\_\_\_ ward of \_\_\_\_\_ Municipality /  
Nagarpanchayat.

Notice is hereby given that the electoral roll of the \_\_\_\_\_ ward has been prepared in accordance with the Provisions of the AP Municipalities Act 1965 and the Rules framed there under and the STs, SCs and Women voters are duly marked after identification. A copy thereof is available for inspection at Office of \_\_\_\_\_.

Persons who have claimed as a ST / SC / Women voter (including ST, SC, BC and General Women) or have an objection against aforesaid any voter as ST / SC / Women Voter may file their claim or objection before the undersigned for counting in the electoral roll as a ST, SC and Women Voter on or before (date) in Form 2 or 3, as may be appropriate during office hours.

Every such claim or objection should either be presented in the office of or sent by post to the address given below so as to reach not later than aforesaid date.

Date ST, SC and Women Identification Officer  
and

**FORM-2****Claim application for inclusion of Name as ST, SC and Women Voter**

To

The ST, SC and Women voter Identification Officer.

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Sir,

I request that my name be marked as a ST/ SC / Women Voter in the Electoral roll of Ward No----- .

My Particulars are given below:-

Name( In full)-----

Father's/Mother's/Husband Name-----

Serial No in the voter's list----- Ward No-----

Caste----- ST(sub-caste) / SC (sub-caste)-----

(with documentary evidence)

I hereby declare that to the best of my knowledge and belief:

- 1) That I am a voter in Ward No-----
- 2) That I belong to----- caste
- 3) That my name has not been marked as a ST /SC / women Voter in the electoral roll for this Ward.
- 4) That the above particulars are true and correct.

Place:

Date:  
Claimant

Signature/Thumb Impression of

1. *In complete applications and applications filed without documentary evidence will summarily be rejected without any enquiry.*
2. *In the copy of application filed for claiming more than one voter shall not be entertained*

**Form- 3****Objection to inclusion of Name as ST / SC / Women Voter**

To:

The ST, SC and Women voter Identification Officer,

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I object to marking the name of Sri/Smt /  
 Kumari \_\_\_\_\_ at Serial No. \_\_\_\_ of Ward No.\_\_\_\_ as a  
 ST / SC / Women Voter for the following reason (s):-

- 1.\_\_\_\_\_
- 2.\_\_\_\_\_
- 3.\_\_\_\_\_

(with documentary evidence)

I hereby declare that the facts mentioned above are true to the best of my knowledge and belief. My name has been included in Electoral roll of ward No.\_\_\_\_\_ as follows:

Name (in full)\_\_\_\_\_

Father's/Husband's/Mother's name\_\_\_\_\_

Serial No. \_\_\_\_\_ in the voters list of Ward No.\_\_\_\_\_

Objector

Signature/Thumb Impression of

Date:

(Full Postal Address)

I am an Elector included in the Electoral roll of Ward No.\_\_\_\_ in which the name objected to appear. My Sl.No. therein is \_\_\_\_\_ Ward No.\_\_\_\_\_ .

I support this objection and countersign it.

Signature /Thumb Impression of Elector.

Name (In full)\_\_\_\_\_

Note:

1. Any person who makes a statement or declaration which he either knows or believes to be false or does not believe to be true is punishable under provisions of APM Act, 1965.
2. Incomplete applications and applications filed without documentary evidence will summarily be rejected without any enquiry.
3. In copy of application filed for objection more than one voter shall not be entertained.

**Form - 4**  
**List of Claims for STs /SCs / Women**

Date:

Sl.No	Name of Claimant	Name of Father/husband/mother	Address	Sl.No.in the Voters list with Ward No.	Claims for (STs / SCs / women)
1	2	3	4	5	6

Place:

Date: ST, SC and Women voter Identification Officer  
and

**Form -5**  
**Notice on the objection**

To  
(Full name and address of objector)

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Ref: Objection dt.\_\_\_\_\_

Take notice that your objection for counting by inclusion / deletion of the name of Sri/Smt / Kumari.\_\_\_\_\_ as a ST / SC / Women Voter will be heard at \_\_\_\_\_(Place) at \_\_\_\_\_O' Clock on the \_\_\_\_\_day of \_\_\_\_\_ by the undersigned or his authorized nominee.

Your are directed to be present at the hearing with such evidence, as you may like to adduce.

Place:

Date: ST, SC and Women voter Identification Officer and

Copy to:

Sri \_\_\_\_\_

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(Whose inclusion as ST / SC / Women Voter is objected to)  
With a request to attend the hearing on the above  
Mentioned date and place

**Form - 6****Notice of Final Publication of Electoral Roll marked with ST, SC and Women Voters**

It is hereby notified for public information that the list of amendments to the electoral roll marked with the ST/ SC / Women voter for the \_\_\_\_\_ Ward has been prepared and a copy of the said roll together with the updated list has been published and will be available for inspection at my office.

ST, SC and Women voter Identification Officer  
and

Place:

Date: